

SecurEnvoy Soft-Token User Guide

Introduction

SecurEnvoy is the Council's two-factor authentication system and used to provide remote access to the VMware View service.

The system can operate in one of two ways, as a 'soft-token' which uses a free 'App' to generate new codes or by sending a daily code through SMS. The 'soft-token' method is more cost-effective and secure so is the preferred option.

The SMS option will only be provided in exceptional circumstances.

Installation

This document does not cover the installation of the soft-token 'App' on the various smartphones.

The SecurEnvoy 'App' can be downloaded and installed from the relevant repository:-

Android	Google Play
Apple	iTunes
Blackberry	App World

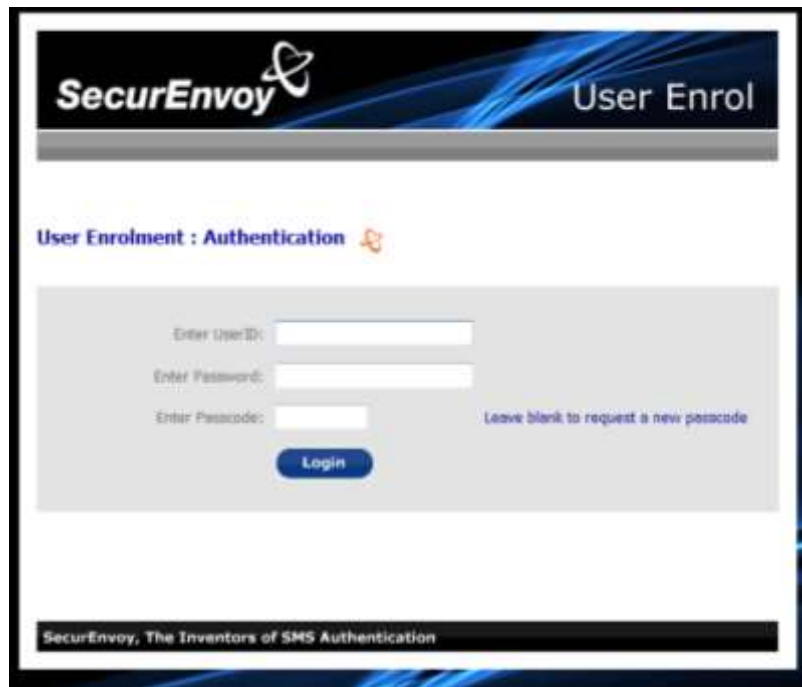
Use

The following steps need to be done on a device on the Town Hall network, not a home PC.

When you have received your first passcode via SMS and you have installed the 'App' on your smart-device you should open up a web browser and navigate to:

<http://fyse/secenrol>

When you see the following screen, you need to enter your Windows username, password, the passcode you received via SMS and then click on 'Login'.



The image shows the 'User Enrolment : Authentication' screen of the SecurEnvoy system. At the top, there is a header with the SecurEnvoy logo and the text 'User Enrol'. Below the header, the title 'User Enrolment : Authentication' is displayed. The main area contains three input fields: 'Enter UserID:', 'Enter Password:', and 'Enter Passcode:'. A blue 'Login' button is positioned below the 'Enter Passcode:' field. To the right of the 'Enter Passcode:' field, there is a link that says 'Leave blank to request a new passcode'. At the bottom of the screen, a footer reads 'SecurEnvoy, The Inventors of SMS Authentication'.

On the next screen, select '*Setup My Soft Token App*'.



The image shows the 'Send My Passcodes Via SMS' screen. It features a heading 'Send My Passcodes Via SMS' and a note: 'Note: Your mobile number will be encrypted and will only be used for receiving passcodes (there is no cost involved in receiving SMS texts)'. Below this, there is a field 'Enter Your Mobile Number:' with the value '+847789682216'. A subtext '(Format + CountryCode Number) Example +441234567890' is shown. The 'Setup My Soft Token App' option is selected with a radio button. Below this, there are three steps listed: 'Step 1 of 4: Install the SecurEnvoy application on your smart device or mobile', 'Step 2 of 4: Remove any existing QR Token Apps on this app', and 'Step 3 of 4: Scan the QR code with your smart device or mobile'. A QR code is displayed at the bottom of the screen.

On the smart-device 'App', select '*Add*' or '*New*' and scan the 'QR code'. If you cannot scan the code, there is a string of letters and digits you can manually type into your smart-device.

Your smart-device will then display a list of letters and numbers which you need to type into the box marked 'Step 4'.

© 2008 SecurEnvoy, Inc. All Rights Reserved. SecurEnvoy 1002/1003/1004

Setup My Soft Token App

Step 1 > Install the SecurEnvoy Authentication App on your phone or desktop

Step 2 > Delete any existing Soft Token setup for this user

Step 3 > Read this bar code with your phone's camera




or manually enter this key: [redacted]

Step 4 > Enter the displayed Code: [input field]

You Must Complete Step 4 To Activate Your Soft Token

Continue

Once this is complete you should see the following screen and your smart-device should display a six-digit number that changes every minute. This is the passcode you must use to remotely log onto the View system.



SecurEnvoy User Enrol

Message: **User Enrolment Complete** [bell icon]

Thank you for completing user enrolment.
You are now ready to use SecurEnvoy two factor authentication

SecurEnvoy, The Inventors of SMS Authentication

The code displayed on your smart-device turns red when it is about to change.